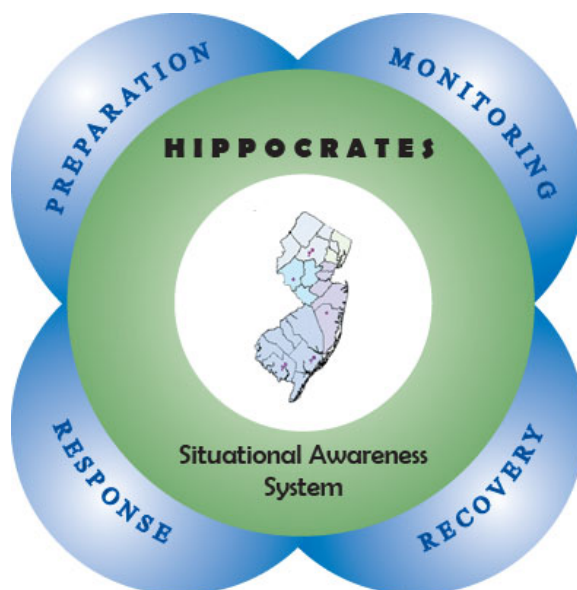


Hippocrates

Health Infrastructure Preparedness and
Emergency Response Situational
Awareness Application



USER MANUAL

Healthcare System Resources

TABLE OF CONTENTS

	Page
HEALTHCARE SYSTEM RESOURCES.....	1
User Interface.....	2
HSR Home.....	2
Navigation.....	3
Medical Facility Information	4
Modify Medical Facility Information	4
Selecting a Facility	5
Other Administrators Category	5
Survey Category	6
PROCEDURE: Modify Medical Facility Information	6
PROCEDURE: Add a Medical Facility	7
Medical Facility Capabilities	8
Bed Capacity Category	8
PROCEDURE: Modify Medical Facility Capabilities	9
Divert Status	10
Navigation.....	11
Reports.....	12
Installing Crystal Reports Viewer	12
Generating Reports.....	13
Selecting Facilities.....	13
Date/Time Selector	16
Crystal Report Viewer	17
Menu Bar	17
Exporting a Report.....	18

FIGURES AND TABLES

	Page
Figure 1. Healthcare System Resources Home	2
Figure 2. HSR Module Navigation.....	3
Figure 3. Modify Medical Facility Information – General Screen.....	4
Figure 4. Medical Facilities Information – Other Administrators Screen	5
Figure 5. Medical Facility Information – Survey Screen.....	6
Figure 6. Medical Facility Capabilities – General Screen	8
Figure 7. Medical Facilities Capabilities – Bed Capacity Screen	9
Figure 8. Diverted Hospital Pop-up.....	10
Figure 9. Divert Status Screen	10
Figure 10. Example: General Contact Report	15
Figure 11. Specifying a Date Range	16
Figure 12. Report Viewer Menu Bar	17
Figure 13. Export Report Dialog Box.....	18
 Table 1. Report Viewer Menu Bar Functions	 17



HEALTHCARE SYSTEM RESOURCES

The purpose of the Healthcare System Resources (HSR) module is to collect and maintain vital information regarding healthcare entities throughout the state. In the event of an emergency, the Department of Health and Senior Services (DHSS) will monitor the status of the health system in order to coordinate statewide healthcare resources, if necessary.

Information processed by the HSR module covers a wide range of healthcare system resources, from real-time hospital divert status and bed capacity to chemical detection capabilities and contact information. A flexible reporting system can provide custom and standard reports for statewide, regional, county or facility-level situational awareness.

User Interface

HSR Home

The home page of the Healthcare System Resources (HSR) module is shown in Figure 1.

CAVEAT: The Hippocrates activities available to you depend on the user privileges that you have been assigned for the HSR module. For this reason, your screens might look different from the figures in this manual.

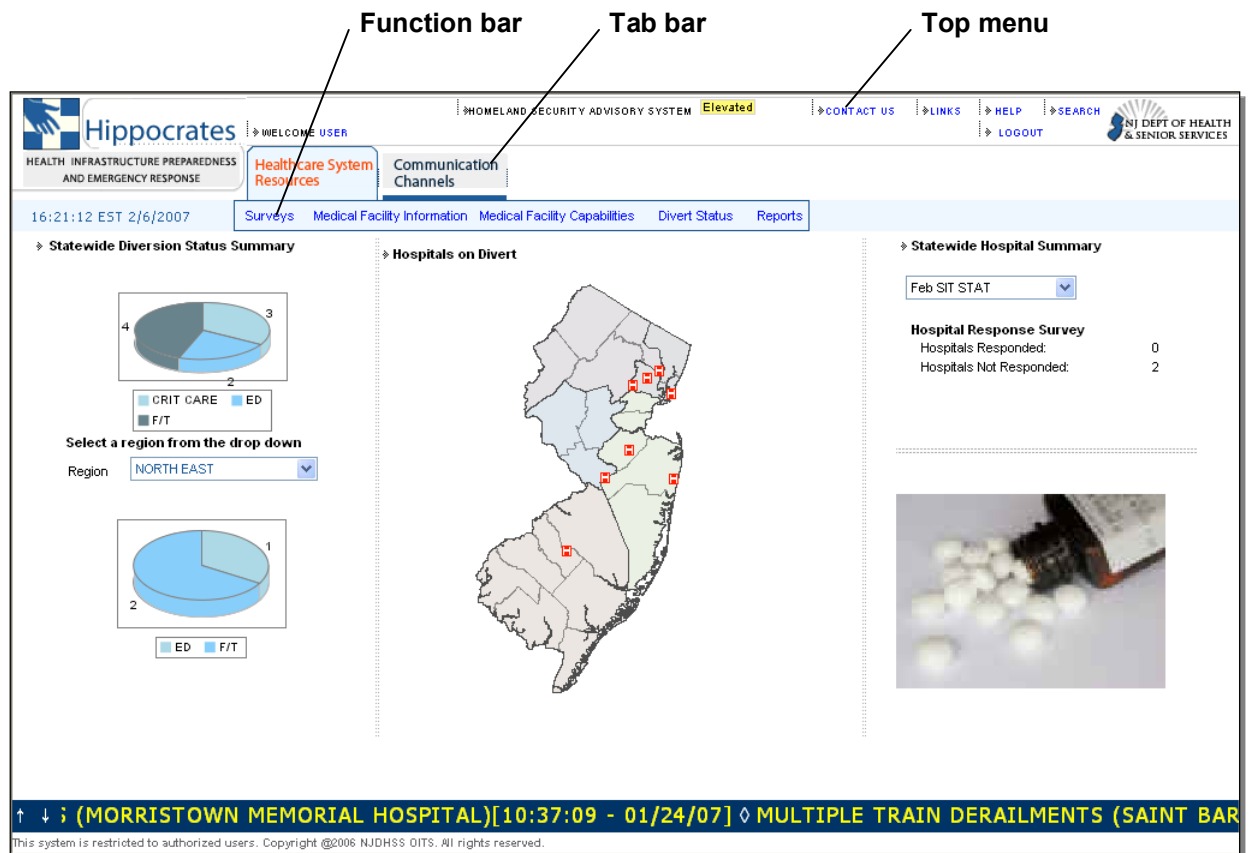


Figure 1. Healthcare System Resources Home

A scrolling CNN-type news ticker is displayed at the bottom of the browser window and is visible from all Hippocrates screens. The news ticker reports the percentage of hospitals that are on full divert. Divert data is received from JEMSTAT and is updated every few minutes. Other ticker items are used by Command Center personnel.

Navigation

The navigation elements for the HSR module are shown in Figure 1.

The **top menu** is visible on all Hippocrates modules. It contains links to common commands such as [HELP](#), [CONTACT US](#), and [LOGOUT](#).

The **tab bar** is also visible from all Hippocrates modules. The tabs displayed on your screen depend on your access privileges. The tab for the module you are currently working in is highlighted and its name displayed with **orange text**. To move to another module, click the corresponding tab.

The **function bar** is located directly below the tab bar. The functions on this bar differ for each Hippocrates module and also depend on user privileges—all function bars behave in the same way, however. To access a function, click its name on the function bar. The current function is shown in **orange text**.

The HSR module includes these functions:

- Surveys (*discussed in a separate chapter in this manual*)
- Medical Facility Information
- Medical Facility Capabilities
- Divert Status
- Reports

For some functions, an **activity bar** is located directly below the function bar. (See Figure 2.) The current activity is indicated with **orange text**.

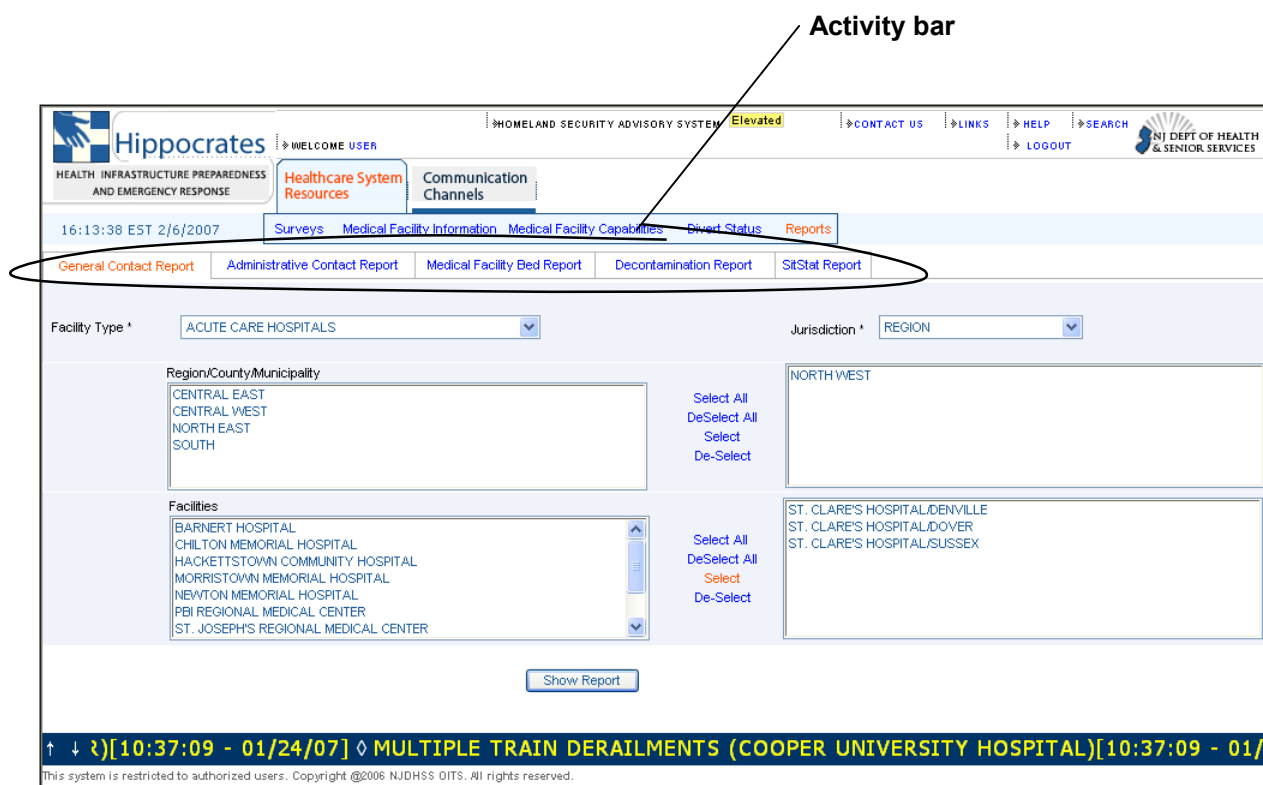


Figure 2. HSR Module Navigation

Medical Facility Information

Click **Medical Facility Information** on the HSR function to access the Medical Facility Information function. There are two activities available for this function:

- Add Medical Facility
- Modify Medical Facility Information

NOTE: For most users, only the **Modify Medical Facility Information** activity is available.

The current activity is indicated with **orange text**. The default activity (i.e., the opening screen) is Modify Medical Facility Information; an example is shown in Figure 3.

The screenshot displays a web application interface for modifying medical facility information. At the top, a navigation bar includes a timestamp '8:31:34 EST 2/6/2007' and several menu items: 'Surveys', 'Medical Facility Information' (highlighted in orange), 'Medical Facility Capabilities', 'Divert Status', and 'Reports'. Below this, a sub-navigation bar shows 'Add Medical Facility' and 'Modify Medical Facility Information' (also highlighted in orange). The main form area is titled 'General' and contains various input fields. At the top of the form, there are dropdown menus for 'Facility Type' (set to 'ALL') and 'Facility Name' (set to 'ATLANTICARE REGIONAL MEDICAL CENTER CITY DIVISION'). Below these are tabs for different categories: 'General' (selected), 'Administrators on call', 'Other Administrators', 'Command Center', 'Emergency Department', and 'Survey'. The 'General' tab contains fields for 'Facility Code' (0102), 'System' (ATLANTICARE), 'Street Address1' (1925 PACIFIC AVENUE), 'Street Address2' (ATTN: SANTA CLAUS), 'City' (ATLANTIC CITY), 'Zip' (08401), 'State' (NEW JERSEY), 'Region' (SOUTH), 'County' (ATLANTIC), 'Municipality' (ATLANTIC CITY, ATLANTIC), 'Main Phone' ((609) 345-4001), 'Ext.' (000), 'Alternate Phone' ((609) 441-3931), 'Ext.' (000), 'Hear Code' (510), 'Hern Code' (510), 'Emergency Day Instruction' (MARGRET BELFIELD ADMINISTRATOR O:609-441-8020 W:MARGRET.BELFIELD@ATLANTICARE.ORG), 'Emergency After Hour Instruction' (ADMINISTRATOR ON CALL), and 'Web Site' (http://www.atlanticare.org/acmc). At the bottom right of the form are 'Update' and 'Reset' buttons.

Figure 3. Modify Medical Facility Information – General Screen

Modify Medical Facility Information



The Modify Medical Facility Information function allows you to access information about one or more facilities. Information is organized into the following categories:

- General
- Administrators on call
- Other Administrators
- Command Center
- Emergency Department
- Survey

The default category is **General**. You can access information for the other categories by clicking **Administrators on Call**, **Other Administrators**, **Command Center**, and so on.

Selecting a Facility

If you have the appropriate privileges, you may view information for multiple facilities. To select another facility:

1. Click  and select a Facility Type (**ALL**, **ACUTE HOSPITALS**, or **NON ACUTE CARE HOSPITALS**).
2. Click  and select the Facility Name.

Other Administrators Category

The **Other Administrators** screen (Figure 4) contains multiple sections. When you click on this category, the first section (**CEO**) is expanded so the contents are visible.

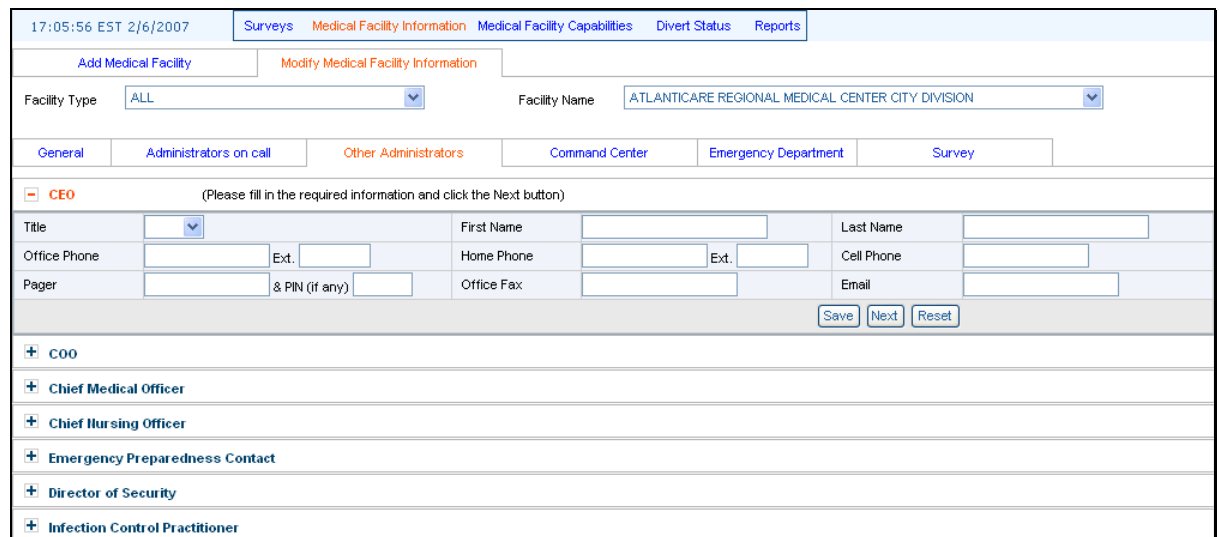



Figure 4. Medical Facilities Information – Other Administrators Screen

Click  to close the current section and open the next one.

Click  to **expand** a section

Click  to **collapse** a section

Survey Category

Of particular note is the [Survey](#) category. The settings on this screen determine who will receive surveys for the selected medical facility.

There are two groups of survey contacts (see Figure 5):

- **Send Surveys** lists the individuals for a selected medical facility that have Hippocrates accounts. The **checked contact(s)** will receive the survey by email, and will also be able to access it through the My Surveys screen. See the chapter on Surveys in this User Manual for more information.
- **Add Additional Contacts** lists the non-Hippocrates contacts who will receive the survey by email.

You may add another contact to this section by entering the name and email address in the fields shown, then clicking [Add/Edit Contact](#)

Send Surveys	First Name	Last Name	Email	
<input type="checkbox"/>	Hosp	Rep10	hosprep10@doh.state.nj.us	Edit
<input type="checkbox"/>	Hosp	Rep11	hosprep11@doh.state.nj.us	Edit
<input checked="" type="checkbox"/>	Hosp	Rep12	hosprep12@doh.state.nj.us	Edit
<input type="checkbox"/>	Hosp	Rep9	hosprep9@doh.state.nj.us	Edit

Add Additional Contacts :					
	Rebecca	Marcu	rmarcu@myemail.com	Remove	Edit
	Stephanie	Love	stephanie.love@domain.com	Remove	Edit

First Name * Last Name * Email * [Add/Edit Contact](#)

[Save](#) [Reset](#)

Figure 5. Medical Facility Information – Survey Screen

PROCEDURE: Modify Medical Facility Information

STEP 1

Click [Medical Facility Information](#)

STEP 2

Click [View/Modify Medical Facility Information](#) (if necessary) to display information for the **General** category.


STEP 3

Modify the displayed information as desired. (You may click [Reset](#) to replace all modified fields with their previous values.)


STEP 4


Click 


STEP 5

To make changes to data in other categories, click the category name and repeat the above steps. Be sure to click  when you are finished with a category.

When modifying the Other Administrators screen:

Clicking  in any section *saves the data in all sections*.

Click  to close the current section and open the next one.

Click  to return the fields *in the current section* to their prior values.

PROCEDURE: Add a Medical Facility

If your user privileges permit, you may add a medical facility to the Hippocrates database, as follows:


STEP 1

Click 

STEP 2


Click 

STEP 3

Enter the applicable information. (You may click  to clear all fields in the record.)

NOTE: Fields marked with * are mandatory—Hippocrates will not save the record to the database if a mandatory field is left empty.

STEP 4

When you are finished, click 

Medical Facility Capabilities

Click [Medical Facility Capabilities](#) to view the **baseline** information for a medical facility. An example of a Medical Facility Capabilities screen is shown in Figure 6.

16:46:08 EST 2/6/2007		Surveys Medical Facility Information Medical Facility Capabilities Divert Status Reports	
Facility Type	ALL	Facility Name	ATLANTICARE REGIONAL MEDICAL CENTER CITY DIVISION
General Bed Capacity Decontamination Capabilities Personal Protective Equipment Capabilities (PPE) Detection Capabilities Other Equipment Capabilities			
Helicopter Landing Pad	<input checked="" type="radio"/> Yes <input type="radio"/> No	Designations:	
Biosafety Level of Microbiology Lab	Level II	Trauma Center Designation	<input checked="" type="radio"/> Yes <input type="radio"/> No Trauma Level Level II
		Burn Unit	<input type="radio"/> Yes <input checked="" type="radio"/> No
Save Reset			



Figure 6. Medical Facility Capabilities – General Screen

Medical facility capability data is organized into the following categories:

- General
- Bed Capacity
- Decontamination Capabilities
- Personal Protective Equipment Capabilities (PPE)
- Detection Capabilities
- Other Equipment Capabilities

The default (opening) capability screen is **General**. Additional capability screens are available by clicking **Bed Capacity**, **Decontamination Capabilities**, and so on.


If you have the appropriate privileges, you may view capability screens for multiple facilities. To select a facility:

1. Click  and select a Facility Type (**ALL**, **ACUTE HOSPITALS**, or **NON ACUTE CARE HOSPITALS**).
2. Click  and select the Facility Name.

Bed Capacity Category

The Bed Capacity screen (Figure 7) contains multiple sections. When you click on this category, the first section (**General**) is expanded so the contents are visible.

Figure 7. Medical Facilities Capabilities – Bed Capacity Screen

Click  to close the current section and open the next one.

Click  to **expand** a section


Click  to **collapse** a section

PROCEDURE: Modify Medical Facility Capabilities

STEP 1

Click 


STEP 2

Modify the capability data, as desired. (You may click  to replace all modified fields with their previous values.)

STEP 3


Click 

STEP 4

To make changes to data in other categories, click the category name and repeat the above steps. Be sure to click  when you are finished with a category.

Divert Status

Hippocrates receives real-time hospital diversion data from JEMSTAT (Jersey Emergency Medical Status). Information about diverted hospitals is displayed in two places, as described below.

The center pane of the Healthcare System Resources home page displays a flashing  to represent a diverted hospital. Holding the mouse over the symbol provides diversion details in a pop-up window. (See the example in Figure 8.)

In addition, by clicking [Divert Status](#) you can view detailed diversion data, as shown in the example in Figure 9.

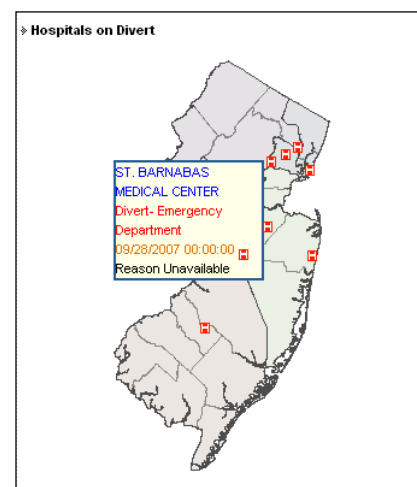



Figure 8. Diverted Hospital Pop-up



Hippocrates

HEALTH INFRASTRUCTURE PREPAREDNESS AND EMERGENCY RESPONSE

WELCOME USER

Healthcare System Resources

Communication Channels

HOMELAND SECURITY ADVISORY SYSTEM

Elevated


CONTACT US

LINKS

HELP

SEARCH

LOGOUT



22:20:43 EST 2/4/2007

Surveys

Medical Facility Information

Medical Facility Capabilities

Divert Status

Reports

First	Previous	1 to 10 of 11	Next	Last	
Name	Address	Divert Status	Divert Reason	Change Time	Expire Time
JERSEY SHORE UNIVERSITY MEDICAL CENTER	1945 ROUTE 33 ,NEPTUNE,NJ,07753	DIVERT- FULL/TOTAL	REASON UNAVAILABLE	2006-09-27 16:36:11.0	2007-09-28 00:00:00.0
JERSEY SHORE UNIVERSITY MEDICAL CENTER	1945 ROUTE 33 ,NEPTUNE,NJ,07753	DIVERT- CRITICAL CARE	REASON UNAVAILABLE	2006-09-27 16:36:11.0	2007-09-28 00:00:00.0
LIBERTYHEALTH-JERSEY CITY MEDICAL CENTER WILZIG HOSPITAL	355 GRAND STREET ,JERSEY CITY,NJ,07302	DIVERT- FULL/TOTAL	REASON UNAVAILABLE	2006-09-27 16:36:11.0	2007-09-28 00:00:00.0
MOUNTAINSIDE HOSPITAL	1 BAY AVENUE ,MONTCLAIR,NJ,07042	DIVERT- FULL/TOTAL	REASON UNAVAILABLE	2006-09-27 16:36:11.0	2007-09-28 00:00:00.0
RARITAN BAY MEDICAL CENTER - OLD BRIDGE	1 HOSPITAL PLAZA ,OLD BRIDGE,NJ,08857	DIVERT- CRITICAL CARE	REASON UNAVAILABLE	2006-09-27 16:36:11.0	2007-09-28 00:00:00.0
ROBERT WOOD JOHNSON UNIVERSITY HOSPITAL AT HAMILTON	1 HAMILTON HEALTH PLACE ,HAMILTON,NJ,08690	DIVERT- CRITICAL CARE	REASON UNAVAILABLE	2006-09-27 16:36:11.0	2007-09-28 00:00:00.0
ST. BARNABAS MEDICAL CENTER	94 OLD SHORT HILLS ROAD ,LIVINGSTON,NJ,07039	DIVERT- EMERGENCY DEPARTMENT	REASON UNAVAILABLE	2006-09-27 16:36:11.0	2007-09-28 00:00:00.0
ST. MARY'S HOSPITAL PASSAIC	211 PENNINGTON AVE ,PASSAIC,NJ,07055	DIVERT- EMERGENCY DEPARTMENT	REASON UNAVAILABLE	2006-09-27 16:36:11.0	2007-09-28 00:00:00.0
VIRTUA WEST JERSEY HOSPITAL - BERLIN	100 TOWNSEND AVENUE ,BERLIN,NJ,08009	DIVERT- FULL/TOTAL	REASON UNAVAILABLE	2006-09-27 16:36:11.0	2007-09-28 00:00:00.0
First	Previous	1 to 10 of 11	Next	Last	

↑ ↓ 'EM)[10:37:09 - 01/24/07] ♦ MULTIPLE TRAIN DERAILMENTS (HEALTH AUXILIARY COMMAND CENTER)[10:37

This system is restricted to authorized users. Copyright ©2006 NJDHSS OITS. All rights reserved.

Figure 9. Divert Status Screen

Navigation

A maximum of 10 divert records is displayed per screen (it might be necessary to scroll in order to view the records at the bottom of the window).

The records in the diversion table are, by default, sorted according to [Name](#). You may click a [Column Heading](#) to sort records on that column or to reverse the sort direction.

Use the following commands to move through the contents of the diversion table:

[Next](#) – displays the next 10 records

[Previous](#) – displays the previous 10 records

[First](#) – displays records 1 through 10

[Last](#) – displays the last 10 records

Installing Crystal Reports Viewer


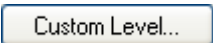
Hippocrates reports are viewed using **Crystal Reports Viewer**. (This is analogous to using Adobe® Reader® to view pdf files.) You will know that Crystal Reports Viewer is already installed in your system if you are able to successfully generate a report. In this case, skip to the next section of this manual.

If Crystal Reports Viewer is not installed on your system, you will be prompted to download it the first time you try to generate a report.

NOTE: The user who installs Crystal Reports Viewer must have Admin privileges for that PC. If you do not have Admin privileges on your PC, you will need to contact your IT specialist.

The indication that you need to install the Viewer is a cryptic message (complete with grammatical error) indicating that the application is “unable to create it’s resource objects.” In most cases this message is accompanied by a pop-up bar on your browser prompting you to download one of the necessary add-ins. (If you do not see the pop-up bar, close any pop-up blockers on your system.) Depending on your system configuration, it is likely that you will need to download more than one add-in. In this case, continue clicking the “click to download” pop-up bars as they appear. You will know that the installation is complete when the report is displayed. The Viewer need only be installed once.

If your computer does not respond as described above, change your browser settings, as follows:

1. Open **Internet Explorer**
2. On the **Tools** menu, click **Internet Options**
3. Click the  **Security** tab
4. Click  **Custom Level...**
5. Select the following:
 - Download signed ActiveX controls: **Prompt**
 - Download unsigned ActiveX controls: **Disable**
 - Initialize and script ActiveX controls not marked as safe: **Disable**
 - Run ActiveX controls and plug-ins: **Enable**
 - Script ActiveX controls marked safe for scripting: **Enable**

Generating Reports

The HSR module in Hippocrates offers a number of reports, including:

- General Contact Report
- Administrative Contact Report
- Medical Facility Bed Report
- Decontamination Report
- Various SitStat Reports
- Survey Taken Report

In general, to generate a report you must select one or more medical facilities. The process for selecting facilities is described below. SitStat reports require that you specify a survey instance and a date/time range (see page [.])

NOTE: Fields marked with * are mandatory—you must enter data or select an item in order for Hippocrates to generate the report.

Selecting Facilities

To select the facilities for the report:

1. Populate the Facilities box by selecting a Facility Type and Jurisdiction.

Depending on your selection for Jurisdiction, either two or four boxes will be displayed, as follows:


Jurisdiction set to **COUNTY**, **MUNICIPALITY** or **REGION**

The screenshot shows the Hippocrates HSR module interface. At the top, there is a navigation bar with tabs: Surveys, Medical Facility Information, Medical Facility Capabilities, Divert Status, and Reports. Below this, there are sub-tabs for various reports: General Contact Report, Administrative Contact Report, Medical Facility Bed Report, Decontamination Report, and SitStat Report. The 'General Contact Report' tab is selected. Below the sub-tabs, there are two dropdown menus: 'Facility Type *' (set to 'ACUTE CARE HOSPITALS') and 'Jurisdiction *' (set to 'REGION'). Below these, there are two main sections: 'Region/County/Municipality' and 'Facilities'. The 'Region/County/Municipality' section contains a list of regions: CENTRAL EAST, CENTRAL WEST, NORTH EAST, NORTH WEST, and SOUTH. The 'Facilities' section is currently empty. To the right of each section are buttons for 'Select All', 'DeSelect All', 'Select', and 'De-Select'.

Jurisdiction set to MEDICAL FACILITY

2. Select and deselect items to move them from the left box to the right box. To do this, use the links listed below. The report will be generated for the facility or facilities listed in the bottom-right box.

Select All	Moves all items in the left box to the right box.
De-Select All	Clears the right box.
Select	Moves the highlighted item(s) in the left box to the right box. You may move one item at a time, or use Ctrl + click to highlight multiple items.
De-Select	Removes the highlighted item(s) from the right box.

3. Click . The report will open using Crystal Report Viewer. See the example in Figure 10.

For more about the Crystal Report Viewer, see page 17.

Report will be generated for CHRIST HOSPITAL and COLUMBUS HOSPITAL
Report will be generated for BARNERT HOSPITAL

powered by crystal

Health Infrastructure Preparedness and Emergency Response

HOSPITAL DIRECTORY

HIPPOCRATES

CHRIST HOSPITAL

Organization Type:	Acute Care Hospitals	CEO:	Peter Kelly
Region:	North East	Primary Phone:	(201) 795-8200
County:	Hudson	FAX:	
Health Care System:		Address:	176 PALISADE AVENUE JERSEY CITY 07306
Medical Facility URL:	www.christhospital.org		
Trauma Center:	N	Burn Unit:	N
Helicopter Landing Pad:	N	Microbiology Lab Biosafety Level:	Level I

COLUMBUS HOSPITAL

Organization Type:	Acute Care Hospitals	CEO:	Patricia White
Region:	North East	Primary Phone:	(973) 268-1400
County:	Essex	FAX:	
Health Care System:	CATHEDRAL HEALTHCARE SYSTEM	Address:	495 N. 13TH STREET NEWARK 07107
Medical Facility URL:	http://www.cathedralhealth.org		
Trauma Center:	N	Burn Unit:	N
Helicopter Landing Pad:	N	Microbiology Lab Biosafety Level:	

NJDHSS Proprietary and Confidential

Situational Awareness System February 07, 2007 2:48:58 PM


Figure 10. Example: General Contact Report

Date/Time Selector

To generate a SitStat report you must specify a date/time range in the From Date and To Date (see Figure 11). This is done using the Date/Time Selector.

The screenshot shows a web interface with several tabs at the top: General Contact Report, Administrative Contact Report, Medical Facility Bed Report, Decontamination Report, SitStat Report (highlighted), SitStat Summary Report, SitStat Excel Report, and Survey Taken Report. Below the tabs are five input fields: Survey Category * (dropdown), From Date * (text field with a calendar icon and a 'clear' button), Facility Type * (dropdown), To Date * (text field with a calendar icon and a 'clear' button), and Jurisdiction * (dropdown).


Figure 11. Specifying a Date Range in the SitStat Report

To activate the Date/Time Selector, click the  next to the applicable field. Then use the commands described below to select the date and time.


The screenshot shows a calendar for July 2007. The calendar has a header with navigation buttons: a question mark icon for help, a left arrow for previous month, a right arrow for next month, and an 'x' icon for cancel. Below the header is a row of days: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are displayed in a grid. The date 27 is highlighted in blue. Below the calendar is a time selection area with a 'Time:' label and a digital clock showing 14:55. Below the time is a 'Select date' button. Arrows point from text labels to various parts of the interface:

- Click for previous month**
Click and hold for list (points to the left arrow)
- Click for next month**
Click and hold for list (points to the right arrow)
- Click for previous year**
Click and hold for list (points to the question mark icon)
- Click for next year**
Click and hold for list (points to the 'x' icon)
- Hold mouse over a button to display instructions here** (points to the 'Select date' button)
- Left-click to increase 1 hr.**
Right-click to decrease 1 hr.
Fast select: Click and drag right or left (points to the time selection area)
- Left-click to increase 5 min.**
Right-click to decrease 5 min.
Fast select: Click and drag right or left (points to the time selection area)

Click desired date to enter date/time and close selector

Click  for Help

Click  to cancel

Click  to enter current date and close selector

Click **Day of Week** to shift calendar

Crystal Report Viewer

When you run a Hippocrates report, the Crystal Report Viewer will display your report in a new browser window. Closing the report will not close your Hippocrates window.

Menu Bar

The menu bar (Figure 12) for the Crystal Report Viewer is located above the report. The function of each button is described in Table 1.

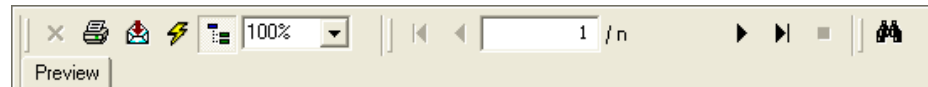






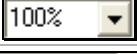








Figure 12. Report Viewer Menu Bar

Table 1. Report Viewer Menu Bar Functions

Button	Function
	Print report
	Export report
	Refresh
	Show/Hide the Group Tree (left pane)
	Go to first page
	Go to previous page
	Zoom
	Current page/total pages
	Go to next page
	Go to last page
	Stop loading
	Search

Exporting a Report

1. On the Crystal Reports toolbar (located just above the report header), click  to display the Export Report dialog box. See Figure 13.

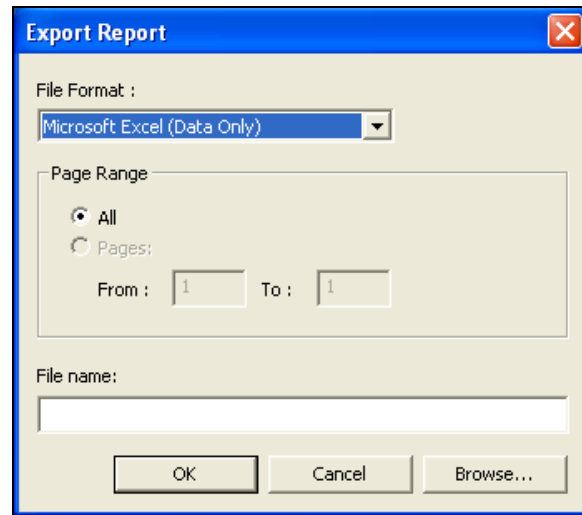

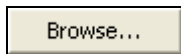
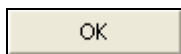


Figure 13. Export Report Dialog Box

2. Click  and select a **File Format**. You can export a report to the following types of files:
 - Crystal Reports (*.rpt) *Files in this format require another Crystal Reports application to open.*
 - Microsoft Excel (*.xls)
 - Microsoft Excel – Data Only (*.xls)
 - Microsoft Word (*.doc)
 - Rich Text Format (*.rtf)
 - Adobe Acrobat (*.pdf)
3. Under **Page Range**, select to export the entire report (**All**) or enter a page range.
4. Enter a name in the **File name** field to save the exported report to the default destination folder (Desktop)

OR

Click , select another a destination folder, then enter a **File name**.
5. Click  to export the report.

